



King County

Department of Assessments
Personal Property Section
500 Fourth Avenue, Room 817
Seattle, WA 98104-2384
personal.property@kingcounty.gov

Lynn Gering
Assessor



<http://your.kingcounty.gov/assessor/eListing/Home.aspx>

BUSINESS PERSONAL PROPERTY LISTING INSTRUCTIONS FOR 2009

Here is your personal property listing

It's to help you list all equipment, furniture, and fixtures in your operation. We need a description, the cost, and the year purchased. If you don't have that information, make a good estimate. Be sure to tell us if you are estimating. This information is used to compute assessed value.

eListing is the preferred filing method

It's easy to maintain your listing online at <http://your.kingcounty.gov/assessor/eListing/Home.aspx>. If you have questions we are happy to assist you during our normal business hours Monday through Thursday 8:30 AM to 4:30 PM Pacific. Here is all you need to log on . . . **Account Number:** **Access Code:**

In Washington State, both real and personal property are taxable

State law requires that property owners report personal property as of January 1 each year. The enclosed form is to aid you in providing this information. The deadline for returning it is April 30. Intangible personal property (goodwill, non-compete agreements, customer lists, etc.), motor vehicles primarily designed for use on public streets, and items exclusively for personal use (household goods) are exempt from taxation.

After we calculate the assessment, we will send you a notice of value

This notice will show the total market value of your assets. Examine it carefully and contact us if you have any questions about it. We will review the assessment with you and make changes if appropriate. The sooner you do this, the easier it is to correct. If we cannot agree on the value, you may appeal. Appeals may be filed with the Board of Equalization no later than 60 days after we mail you the notice of value. In the year following the assessment, the Treasurer will send you a tax bill. Personal property is taxed at the same rate as the real property in the same location.

The main difference between personal and real property is mobility

Land and most improvements to land are real property. Unless specifically exempted by law, all other property is taxable as personal property. Household goods and personal effects are exempt by law from personal property assessment, unless they are used in a business.

Here are examples of the different types of taxable personal property

Furniture and fixtures; supplies; rugs; office, store, and manufacturing equipment and machinery; professional libraries; tools; leased or rented equipment; gas and water mains and pipes; communication equipment; signs; boathouses; display samples not held for sale; portable buildings; office trailers; some vehicles; highway construction equipment; off road vehicles; drag racers and similar competition vehicles not licensed; bill boards; poster panels; number and original cost of rental video tapes, discs and game cartridges; leasehold/tenant improvements.

You have several options for filing your listing

- * e-listing - It's the most convenient way to file. Log on at <http://your.kingcounty.gov/assessor/elisting/Home.aspx>
- * Paper Listing - Use the enclosed form to show any changes to your assets or account. Return via surface mail.
- * E-mail a Spreadsheet - If you prepare an electronic spreadsheet of your assets, please e-mail it to personal.property@kingcounty.gov (include your account number), rather than sending in a paper copy.
- * E-mail a PDF Attachment - If you use the enclosed listing, you can scan and send it as an attachment to personal.property@kingcounty.gov

(Please don't send in duplicate listings in different formats. For example, if you use e-listing or send your listing as an e-mail attachment, don't submit a paper copy too. But be sure to keep a copy for your records.)

The personal property owner has the responsibility to file . . .

...even if a listing is not received. This applies to every property owner, regardless of residency. It applies to every business arrangement (firm, association, partnership, trust, estate, corporation, etc.). You are required to report, even if you have no changes. Your listing is subject to audit and verification by the assessor and/or the State Department of Revenue.

Review these guidelines before completing your listing

- * Those assets you've reported in the past are preprinted on the form. Update the listing with new acquisitions and deletions since you last filed.
- * Assign a category code to new assets and check the category codes on your existing assets for accuracy. Our Web site has a detailed list of category codes.
- * Regardless of what method you choose to file, show asset changes, additions, deletions or state 'no changes'.
- * Report assets at acquisition cost, before any trade-in allowance.
- * Include all costs for making the asset operational, such as freight, installation, and engineering, but not sales tax (only include sales tax on leasehold improvements).
- * Report all assets, regardless of whether fully depreciated, capitalized, or expensed on your company's books.
- * If your records do not show the purchase price, place an estimated cost on these and write 'EST' next to them.
- * Do not list licensed vehicles, unless they are farm licensed only.
- * Do round off to whole dollars.
- * Report personal items if they are used in the operation.
- * List the assets separately or group like ones together by year and category code.
- * If you no longer own the property, report the date of sale, name and address of the new owner and provide a copy of the purchase and sale agreement and/or bill of sale if available.
- * If you have more than one location, you must file separately for each location.
- * Make a copy of the listing before submitting it or print a copy if you are using e-listing.
- * If we receive it after April 30, there are penalties. Early filing is recommended and appreciated.

Resources

Email Address	personal.property@kingcounty.gov
Phone	206-296-5126 or 800-325-6165 x65126
FAX	206-296-0107
Hours Of Operation	Monday through Thursday 8:30 AM to 4:30 PM Pacific
Web Site	http://www.kingcounty.gov/assessor/
Mailing Address	King County Department of Assessments Commercial Business Division Personal Property Section 500 Fourth Avenue, Room 817 Seattle, WA 98104-2384
RCW	Chapter 84.40
WAC	Chapter 458-12-060
To Receive Form In An Alternative Format	206-205-6900, TTY 206-296-7888

Account:

Access Code:

**Supply, Exemption and Video Information
Due April 30, 2009 - Penalty For Late Filing**

Supplies, Materials and Other Expensed Items

Please provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, stored fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) Divide yearly supply cost by 12 and report that amount below.

Supplies And Spare Parts Not Held For Sale (annual cost / 12) \$ _____

☐ **For Assessor's use**

Exemptions

Washington State Department of Revenue (DOR) Exemption

If your business has either a full or partial exemption from DOR, please provide the exemption number and attach a copy of the exemption determination letter or renewal declaration the DOR sent you. Exemption information is provided in RCW Chapter 84.36. Exemption from federal income tax does not apply.

DOR Exemption Number

(Do Not Report UBI Here)

Head of Family Exemption - must be applied for annually

This exemption is given to the sole owner of reported property. This exemption is not granted to a partnership or corporation. A qualified taxpayer is allowed only one exemption per year (RCW 84.36.110).

Are you a sole proprietor not currently receiving this exemption on another personal property account that meets one of the following qualifications:

- | | |
|--|--|
| 1. Person receiving an old age pension | 3. Surviving spouse, not married |
| 2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years | 4. Head of household (child and/or spouse) |

Yes ☐ **No** ☐

Farm Machinery and Equipment Exemption - (must be applied for annually)

Substitute House Bill 1906 exempts farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made. This exemption applies to taxes levied for collection in 2003 and every following year. To qualify, farm machinery and equipment must be used exclusively in growing and producing agricultural products.

To apply for this exemption, please call 206-296-5126 or email personal.property@kingcounty.gov

DVD VIDEOS, BLU-RAY VIDEOS, VIDEO GAMES & VHS VIDEOS

Enter the quantity of items your business had available for rental at this location as of January 1.

Code	Description	Units
683	VHS video tapes placed in service in 2008 or any other year	
686	DVD videos placed in service in 2008	
686	DVD videos placed in service prior to 2008	
693	Blu-ray DVD videos and video games placed in service in 2008	
693	Blu-ray DVD videos and video games placed in service prior to 2008	

Account: **Access Code:**

Change Codes	N	New Item	I	Transferred In/Out
	S	Sold, scrapped, destroyed	O	Omitted from previous year
	C	Category code change	E	Error

[illegible]

Account: _____ **Access Code:** _____

A list of building and leasehold improvements previously reported appears below. If this is the first time you've filed or have not reported this type of asset before, this section will be blank and needs to be completed. Please revise previously reported property by entering the appropriate change code from those shown below. Use the code that best describes the reason for the change. Also indicate asset's revised cost including sales tax. Please describe items listed in enough detail to determine which are business and which are real property. This will help prevent double assessment of listed property.

Does the personal property taxpayer own the building(s) where these leasehold improvements are located? Yes___ No___

Change Codes	M	Moved from location	T	Transferred In/Out
	N	New Leasehold Improvement	O	Omitted from previous year
	S	Sold, scrapped, destroyed	E	Error

[illegible]

ID	Lease ID	Description	Start ----Year---	End ----Year---	Monthly -----Rental-----	Selling Price

Enter new lessor information. The "Lessor ID" code must correspond to the "Lessor ID" code for newly leased items you list above.

List of leasing companies referred to above.

ID	Name	Street	City/State/Zip	Phone
A				
B				
C				
D				
E				
F				



